



Westview High School NJROTC

WOLVERINE

Organization Reference Manual

(WORM)

Mod 13 (05 May 2023)

BILLETS (Jobs) and RESPONSIBILITIES

This document provides billet duties and responsibilities for assigned cadets. Each cadet should seek and pursue those things that make his/her billet (job function) more effective. The responsibility for each cadet officer, chief petty officer and petty officer is to set the highest standards for performance possible in everything that he/she does.

Cadet Officers and Petty Officers: The Senior Naval Science Instructor (SNSI) / Naval Science Instructor (NSI) promotes and selects cadets for unit assignments based on demonstrated performance, academics, leadership, team activities and participation in unit activities. Continued enthusiasm, active participation, a positive attitude and leadership by example are required of a cadet in order to advance and **remain** in unit leadership positions. Cadet Officers and Petty Officers must set the example for junior cadets in every aspect of the NJROTC program. The SNSI will demote Officers / Petty Officers / Cadets whose performance is not up to the highest standards.

All Cadets: Each WHS NJROTC cadet is responsible for conducting them self in an exemplary manner reflecting outstanding credit upon them self, our Wolverine Navy unit, the school, the community and the United States Navy. Since all cadets wear a genuine US Navy uniform, your actions do reflect directly on the Navy. Your actions have a direct bearing on our community's perception of the US Navy. With this in mind, all cadets are responsible for maintaining the highest standards of conduct and appearance; for following the rules and regulations of both our school and unit; and for carrying out the instructions and orders of their superiors (higher ranking cadets, cadet officers and Naval Science Instructors) to the best of their ability.

A. Staff

1. **Commanding Officer (CO):** CO is the senior-ranking cadet, directly responsible to the SNSI / NSI for:

- Supervising the training of cadet staff and insuring cadet staff members understand and fulfill their areas of responsibility
- Ensuring compliance with the chain of command at all levels
- Carrying out all orders and directives of the SNSI / NSI
- Maintaining high morale, enthusiasm, and team spirit within the unit
- Setting the highest standards of performance, conduct, appearance, military bearing and courtesy as an example for all unit cadets to follow

2. **Executive Officer (XO):** XO supports the CO in all respects, and will always be prepared to take charge of the unit in the absence of the CO. XO is also responsible for:

- Disciplinary matters within the unit
- Executing the policies of the CO as defined by the SNSI / NSI
- Supervision of the cadet staff as directed by the CO and SNSI / NSI
- Ensuring staff officers perform their assigned tasks properly and promptly
- Coordinating and scheduling Cadet of the Month (COM) and Cadet of the Year (COY) Boards
- Overseeing and coordinating the Peer Review Board (PRB) process whenever required
- Tracking and reporting number of COM, PRB and cadets handled during the year

3. **Command Master Chief (CMC)**: CMC is the senior enlisted advisor for unit. The CMC is responsible for:

- Serving as the key link in the chain of command between cadets and the CO / XO
- Coordinating disciplinary matters for all enlisted cadets
- Tracking, monitoring and reporting on status of cadet advancements throughout the year
- Obtaining mastery of all regulation drill procedures in MCO 5060.20; serving as the backup to the Drill Captain for advancement drill evaluations

4. **Operations Officer / Assistant Operations Officer (OPS / AOPS)**: OPS and AOPS Officers are responsible for:

- Coordinating all unit activities, ensuring that everything is occurring smoothly and advising the XO of any conflicts or difficulties
- Supervising and/or work closely with the Drill Captain, Community Service, Public Affairs, and Fundraising
- Preparing Event Sign Ups and coordination for all unit, community and/or school service events
- Maintaining the Plan of the Week (POW)
- Establishing team practice schedules based on targeted short/long term events
- Preparing and submitting field meet team rosters for scheduled field meets
- Maintaining CDMIS

5. **Supply Officer (SUPPLY)**: SUPPLY is responsible for:

- Maintaining all supplies the unit requires
- Designating, training and supervising supply representatives for each platoon to coordinate uniform or award replacement issues throughout the year
- Maintaining the supply room in a neat, orderly and secure manner
- Monitoring to ensure Armory and Armory (Air) remain shipshape
- Assisting the SNSI / NSI with ordering, receipt, storage, issuance, inventory / accounting of uniform items. Report number of cadets outfitted, supply details conducted, etc.
- Assisting with the storage, inventory and accounting of all other unit equipment. Report all supply details (number and purpose)
- Maintaining CDMIS

6. **Administration Officer (ADMIN)**: The ADMIN Officer is responsible for all administrative matters for the unit, ADMIN will:

- Staying knowledgeable of the unit's activities
- Preparing advancement / promotion certificates and Cadet of the Month certificates
- Providing weekly platoon inspection sheets
- Assisting the SNSI / NSI with preparation of unit notices, reports, personnel lists and other paperwork as required
- Supervise and / or working closely with the XO, OPS, ORM/INT, Fundraising, Recruiting and Morale
- Maintaining the unit's personnel files and keep the unit information board professional
- Tracking and cataloging individual cadet awards. Report total number of awards issued and number of cadets receiving them (ex. 132 of 150 cadets received awards)
- Maintaining CDMIS

7. **Drill Captain (DC)**: The Drill Captain is the demonstrated unit expert in all aspects of regulation drill. The DC is responsible for:

- Serving as the main evaluator for advancement level drill qualifications in accordance with MCO 5060.20
- Providing input to OPS on the POW drill plan
- Ensuring the CMC is an expert on drill procedures as the backup for advancement drill evaluations

C. Adjunct Staff

8. **Operational Risk Management / Intervention (ORM / INT)**: The Operational Risk Management / Intervention Officer is responsible for providing salient briefings on intervention topics to the unit, and maintaining a safe (actual and mental) environment for all cadets. ORM / INT will:

- Inform unit about Bystander Intervention/Anti-hazing/Suicide Prevention via briefings once each quarter. Assist cadets experiencing any of the above issues.
 - Keep the SNSI / NSI informed about these efforts and/or seek assistance with any/all of the above situations that occur
- Ensure safe unit evolutions occur during the year (ex. Field Meets, Parades, community service, etc.)

9. **Armory**: Cadets running the Armory are responsible for all matters pertaining to unit drill rifles, swords, guidons and related equipment. These include:

- Maintaining drill rifles /swords / guidons in good condition; initiating repairs as required
- Notifying the SNSI / NSI of the need to order drill rifle repair parts or obtain new repair tools
- Securing and accounting for all armory-related equipment
- Keeping the armory space and marksmanship spaces secure, neat and orderly
- Reporting number of drill rifles repairs conducted, apprentices trained during the year

10. **Community Service (CS)**: Community Service is a high visibility position in the unit. CS responsibilities include:

- Working closely with SNSI / NSI / CO / XO / OPS
- Tracking, monitoring and reporting the following:
 - Total Community Service Hours for the unit
 - Events and organizations supported throughout the year
 - Individual cadet community service hours
- Participating at community service events to assist in providing professional support and leadership

11. **Fundraising**: Fundraising duties include:

- Working closely with CO, XO and OPS to plan and brief the SNSI / NSI on proposed fundraising events
- Preparing fundraising event musters and coordinating ticket sales (as required)
- Tracking type and number of fundraising events, amount of funds generated (reporting data as required)
- Serving as liaison with external organizations (ex. Monthly Fleet Reserve Association meeting briefs)

12. **Morale**: Morale duties include:

- Maintaining high unit morale and high moral standards
- Planning and coordinating morale events
- Delivering appropriate inspirational messages at key unit events and activities

13. **Public Affairs:** Public Affairs is a high visibility position in the unit; responsibilities include:

- Photographing or video recording unit activities or community support events
- Maintaining a file containing unit photographs and videos
- Assisting the SNSI/NSI in publicizing unit activities to the school and the community by:
 - Ensuring unit activities are published in school or local publications
 - Preparing draft news releases or writing articles about unit activities for distribution to local papers, radio and television stations. **Must receive approval** of SNSI / NSI before submitting them
- Tracking and reporting number of school or local newspaper articles generated during the year

14. **Recruiting:** Recruiting duties include:

- Outreach to Westview students to promote and increase participation in our Navy JROTC unit
- Coordination with “feeder” middle schools to arrange recruiting visits to maintain unit viability

D. Additional Leadership Positions

15. **Platoon Commanders (PC):** The most visible leaders for new cadets. Responsibilities include:

- Getting to know the names, strengths and weaknesses of every cadet in their platoon
- Assisting with new cadet orientation and core knowledge development
- Being knowledgeable and proficient in military drill
- Providing proper instruction in military drill to their platoon
- Ensuring platoon cadets’ classroom conduct meets Westview NJROTC standards
- Leading and motivating their platoon during PT sessions
- Work with unit Training Officers to establish best platoon operational practices are in place

16. **Platoon Leading Petty Officers (PLPO):** These cadets are also highly visible to new cadets. PCs recommend their PLPOs for approval and selection by the SNSI / NSI. Responsibilities include:

- Taking charge of the platoon whenever the Platoon Commander is absent
- Taking accurate musters, note tardiness, absences, and dinks for “not dressed out” cadets (uniform days and PT days)
- Maintaining order and discipline as directed by the PC
- Other duties as assigned by the PC

17. **Squad Leaders:** An early opportunity for leadership. Squad Leaders are responsible for:

- Forming the squad during platoon and unit formations
- Reporting accurate musters for their squad to the PC
- Assisting their squad members with their uniform preparations / appearance / knowledge
- Knowing the names, strengths and weaknesses of every member of their squad

18. **Supply Representatives:** These individuals:

- Serve as their platoon’s “go-to” individual to coordinate uniform or award replacement issues throughout the year
 - Assist in tracking, monitoring and conducting issuance of uniforms to new cadets
 - Provide status reports to Supply Officer on completion of uniform issuance to all cadets in their platoon
 - Notify the Supply Officer of any cadets requiring uniform or award replacement items

- Participate in supply details for supply room organization, inventory of uniforms, uniform accessories and organizational equipment

E. Team Captains: All Team Captains are responsible for:

- Overall training of their team members
- Preparation of their teams for events, competitions and exhibitions
- Keeping and maintaining an accurate written team muster; reporting same to SNSI / NSI
- Ensuring they remain or become the “expert” in their team’s area of expertise

Armed Basic (AB) Drill: Highly dedicated cadets interested in sharpness and precision developed by the Manual of Arms. The team represents WHS NJROTC in competitions with other JROTC units. They maintain the highest standards of grooming, discipline and uniform appearance.

Armed Exhibition (AE): Disciplined but creative cadets who are interested in modifying standard Manual of Arms movements and actions into precise, coordinated routines. The team represents WHS NJROTC at competitions with other Navy JROTC units, and during school or community events. They maintain the highest standards of grooming, discipline and uniform appearance.

Unarmed Basic (UB) Drill: Highly dedicated cadets interested in sharpness and precision developed by close order drill and the Manual of Arms. The team represents WHS NJROTC at competitions with other JROTC units, parades and during school events. They maintain the highest standards of grooming, discipline and uniform appearance.

Unarmed Exhibition (UE): Highly dedicated cadets interested in modifying standard close order drill movements into precise, coordinated routines. The team represents WHS NJROTC at competitions with other Navy JROTC units, and during school events. They maintain the highest standards of grooming, discipline and uniform appearance.

Color Guard (CG): Most visible and recognizable cadets in the unit. They compete at Navy JROTC local area and national field meet competitions. Members set and exemplify the highest standards in uniform and conduct.

Physical Training (PT) Team: Highly motivated cadets who train physically for local and national Navy JROTC competitions involving push-ups, sit-ups and running.

Academic Team (AT): These cadets are particularly interested in academic challenges and Cyber. They are usually high achievers in NJROTC. They compete in NJROTC and national competitions (Brain Brawls / Field Meets / Cyber Patriot, etc.) and are willing to put in the extra study time required.

Marksmanship Team (MT): These cadets are particularly interested in learning about weapons safety, how to accurately use a weapon, becoming aware of and controlling their non-autonomic bodily functions. These are usually high achievers in school and NJROTC. They compete in Navy JROTC and national competitions, and are willing to put in the extra practice time required. The Team Captain keeps the marksmanship space secure, neat and orderly.

Honor Guard (HG): These cadets are responsible for raising and lowering the flag every morning before school, and lowering it after school. They sometimes perform this service at community events. They present the Colors at ceremonies, sporting events at the school, community service events and corporate functions. They should be highly motivated cadets with excellent military bearing. Cadets earn the Color Guard ribbon for every 25 times they do Honor Guard evolutions.

Orienteering Team (OT): These cadets are particularly interested in land navigation in tricky terrain via only the use of a compass. They are usually high achievers in other NJROTC competition areas. They compete in Navy JROTC and national competitions, and are willing to put in the extra time required.

F. Advancement Process: All Cadets must learn, retain and demonstrate knowledge and drill proficiency at increased levels in order to advance their pay grade / status in the unit.

- To advance through enlisted paygrades (E2-E7) the following must be successfully completed:

E2: Advancement Exam or BLT + In Place Drill Eval	E5: Advancement Exam + Color Guard (CG) Evaluation
E3: Advancement Exam + Squad Drill Evaluation	E6: Advancement Exam + Armed Basic (AB) Evaluation
E4: Advancement Exam + Platoon Drill Evaluation	E7: Advancement Exam

- Each individual cadet’s merit (rate of advancement, community service, team participation, etc.) during their time in the unit determine promotions to officer paygrades (O1-O5)
 - **Note:** Commanding Officer (CO) Selection Boards determine which cadets are selected for CO and Staff positions

G. Uniform Inspection Grading: For consistency across all platoons throughout the academic year, the following inspection grading policy is in place:

- 1st Uniform Inspection of the Year: Each tick for deficiencies will be worth 1 point
- 2nd thru 5th Uniform Inspections: Each tick for deficiencies will be worth 2 points
- 6th through end of 1st Term Uniform Inspections: Each tick for deficiencies will be worth 3 points
- 2nd Term: Each tick for deficiencies will be worth 5 points (**Note:** new 2nd Term cadets - refer to the above time-based schedule for deficiencies)
- All cadet inspections impact aptitude grades each term.

Note: Uniform inspections usually occur on Thursdays. If a cadet is absent for inspection, they will receive a “0”. If the cadet makes up their missed inspection on Friday or NLT Tuesday of the following week, then

they will receive a grade other than a zero. (This NLT day changes to Wednesday, if Monday was a non-school day.)

H. PT Gear Grading: For consistency throughout the academic year, the following will occur when a cadet fails to wear proper PT gear on PT days:

- 1st infraction – 5 point reduction on previous grade book grade
- 2nd infraction – 10 point reduction on previous grade book grade
- 3rd and beyond infraction – 20 point reduction on previous grade book grade

I. Classroom Rules: All Cadets will comply with **ALL** rules guiding conduct in NJROTC spaces as follows:

- All WHS rules apply while in NJROTC spaces
- Cadets will conduct themselves in a professional manner at all times when in the NJROTC spaces. No PDA, no physical contact unless while performing specific unit activities, etc.
- No food and beverage items (including gum and candy) can be brought into the classroom
 - Only exception: during in-classroom lunch privilege times
 - Be seated when consuming food or water
 - No eating/drinking while standing
 - Any guests must follow classroom rules
- No chewing of gum in the classroom
- Upon entering the classroom, remove all headgear and ear buds. Males must remove all ear, nose and/or lip piercings. Females must remove all nose or lip piercings
- All PDAs, laptops, tablets and mobile phones must be stowed away (not visible or on desks), and not used during the class period unless authorized by the SNSI/NSI.
- Personal items (ex. coats, books, uniform items, clothing, etc.) shall not be left in the classroom
- “Attention on Deck” will be called anytime the SNSI enters the classroom
- At the end of every class period, cadets will police the area around their desk for trash and deposit it in the trashcan, and cadets will align desks in their row and push in seats.

- No writing or erasing of information on classroom dry erase boards is permitted unless specific authorization is granted by the SNSI / NSI or Cadet Leadership staff
- No writing on classroom walls is permitted
- Do not enter the SNSI / NSI office unless granted permission by the SNSI / NSI
- Do not enter the Supply Area without specific authorization of the SNSI / NSI or Supply Officer